

RD.

15 January 1964

MEMORANDUM FOR: Chief, Records Administration Staff


SUBJECT : Request for changes in Medical Staff Records
Control Schedule

1. The administrative responsibility for Medical Staff Support Cables (Item 69) has been transferred from the Operation Division to the Office of the Chief, Medical Staff.

2. It is requested that the following changes be made in the Medical Staff Records Control Schedule.


- (a.) Delete Item 5, "Cable File."
- (b.) Transfer Item 69, "Medical Support Cables" from Operations Division to Office of the Chief.
- (c.) Changes Disposition Instructions for Item 69 to read;
"Retain one year then destroy".

STATINTL


Records Officer
Medical Staff

STATINTL

APPR


CIA Records Administration Officer17 Jan 64
Date

cc. Records Ctr